** Friends of Spalding Cemetery**

Cemetery Risk Assessment

Completed 13th March 2020 Andrew Hill NEBOS tech

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|  | **Hazard** | **Risk** | **Action** |
| 1 | **Road traffic**  Council vehicles, contractors, visitors | Collisions | Volunteers to be aware of the possibility of cars/vehicles using the roadways in the cemetery. High Vis waistcoats must be worn at all times |
| 2 | **Weather**  Rain, heat, cold, high winds | Hypothermia, sunburn etc. | Volunteers must take sensible precautions, supply and use appropriate clothing for the weather conditions; wear sunscreen as necessary, and take breaks and shelter in shade/out of rain and wind as needed. |
| 3 | **Uneven/unstable ground etc.** | Falls/injury | Volunteers to wear suitable footwear e.g. flat shoes or boots. When working in long grass volunteers are advised to wear closed shoes, long sleeves and long trousers. Do not walk on grave tops or within the grave kerbs. Be aware of uneven ground especially animal burrows etc. |
| 4 | **Lone working** | Injury, illness, or incident | A volunteer **must not** work beyond the eye sight or calling distance of other volunteers. A mobile phone must be carried by at least one of the volunteers  On an organised group event, a designated volunteer must have a list of all volunteers attending.  Volunteers to wear Hi-Vis waistcoats so they can be easily identified. |
| 5 | **Hazardous flora**  low branches  brambles  scrub etc | Stings, allergic reactions, poisoning, abrasions and glazes | Protect skin from bracken and brambles, stinging nettles etc. Keep exposed skin to a minimum and avoid brushing against vegetation. Avoid wild berries Gloves should be worn whenever handling vegetation.  Volunteers to be aware of the hazard when working under or near trees and hedges. |
| 6 | **Litter** | Minor/major injury | Be aware of hazard of litter left by members of the public, especially broken glass and tins, use appropriate safe method of removal. Discarded needles – seek SHDC advice |
| 7 | **Contact with dogs** | Minor/Major Injury | Dogs are NOT allowed in cemetery. Be aware of dogs running loose and do not approach.  Be aware of and avoid dog and other animal faeces. Wash hands thoroughly after working in the cemetery and before eating |
| 8 | **Falling branches/trees** | Death or major injury | Due consideration to be taken when working under trees in windy conditions.  Activities must be cancelled/or relocated in extreme potentially dangerous conditions. |
| 9 | **Soil Contact** | Tetanus | Make sure previous cuts and abrasions are covered by plasters.  Volunteers must wear appropriate hand protection.  Volunteers to be responsible to keep tetanus immunisation up to date. |
| 10 | **Volunteers’ Tools** | Minor injury | Volunteers must ensure that all tools are well maintained and do not present hazards to themselves, members of the public or other volunteers. Tools must not be left unattended at any time. |
| 11 | **Manual Handling**  Equipment  Unplanned loads | Minor or Major injury | Avoid trying to handle heavy loads without assistance.  Where possible split loads.  Do not lean against or sit on headstones, they can topple over.  Check stability of headstones while working near them. |
| 12 | **Unplanned Hazards**  Snakes  Wasps  Rats  ticks | Stings, bites, allergic reactions  Lyme disease  Weil’s disease | Keep eyes open for snakes basking, and wasp nests etc.  Volunteers may wish to provide their own medication to treat stings etc.  Keep exposed skin to a minimum.  Avoid contact with contaminated areas and stagnant water. |
| 13 | **Interface with general public** | Physical/verbal abuse | Be aware some members of the public may be visiting their relatives’ graves.  Volunteers to be vigilant – politely ask members of the public to leave work area if necessary.  Attempt to de-escalate any potentially confrontational situation if safe to do so.  If a confrontation seems to be developing, be prepared to move to an alternative area or even finish the session. |
| 14 | **Tours of volunteers of non-members**  Specific tours  Heritage Weekends | Slips, trips, falls etc | Arrange the route to suit the non-members, (elderly, mobility scooters etc)  Routes to be walked by the volunteers beforehand and any hazards noted and advised to non-members before commencement of the tour.  Non-members to be advised to keep to the hard pathway, where possible.  The tour should be cancelled in volunteers consider for any reason that to continue would place the volunteer and/or the non-member at risk. |
| 15 | **Fire Aid cover** | Slips, trips, falls etc | Volunteers should either establish that one amongst them is First Aid trained; a member of SHDC staff in on site; or one volunteer has a mobile phone to raise assistance. |

As a volunteer of Friends of Spalding Cemetery, I have read and understand this risk assessment and agree to adhere to it.

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| **Date** | **Printed name** | **Signature** |
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